



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*Open*

Opening Date: 12/05/2014

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Closing Date: Open Until Filled

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If you are interested in this position, please submit the following:

- Completed Application
- High School diploma or equivalent GED
- Tribal Identification *(if applicable)*

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Courtroom Clerk

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Department: Administration

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Work Schedule: Monday – Friday 8:00AM – 5:00PM

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Wage Rate: Pay Range 17: \$17.46/ Hr/ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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<b>POSITION TITLE:</b> Courtroom Clerk	<b>WORKSITE:</b> Tule River Tribe Justice Center 129 S Reservation Rd Porterville, CA 93257
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### GENERAL POSITION DESCRIPTION

Prepares the official record of the Tribal Court proceedings. Maintain documents and exhibits introduced in courts, and to check points of legal procedures. Performs a variety of clerical and administrative duties related to court hearings and courtroom proceedings.

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### DUTIES AND RESPONSIBILITIES:

1. Prepare all necessary legal papers, case files, and documents and records for court sessions.
2. Attend court sessions and takes minutes of actions and proceedings; requests clarifications of instructions and order of actions to properly note the official court record.
3. Advises attorneys, public agencies, and the public on the status of cases and provides procedural information.
4. May act as a clerk of court to administer oaths to witnesses and jurors, take minutes and keep daily records of court proceedings.
5. Examines ledgers, reports, and other financial documentation for technical defects and accuracy.
6. Maintains court records and files, such as records of court-appointed counsel and experts; receipts, marks, and takes custody of evidence.
7. Impanels and polls jurors
8. Prepares and reviews for format and content a variety of court documents; prepares court calendars and/or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review.
9. Receive, record, secure, and store evidence and exhibits.
10. Maintain, mark, and secure written instructions to the jury.
11. Prepare minute orders, bench warrants, bail forfeitures, and other legal documents as may be required by specific proceedings, or as directed by the bench officer.
12. Train employees in court procedures and review in-court work for completeness and accuracy.

13. Provide case status information to jurors and other pertinent parties and, by request, to public, county departments, and other agencies in person, by telephone or in writing.
14. Arrange for payment of jurors and reporter fees.
15. Perform various clerical tasks such as typing legal documents, operating office equipment, and supplying courtrooms with needed forms.
16. Perform related duties as assigned.

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#### **QUALIFICATIONS:**

1. Must be 18 years of age or older.
2. High School diploma or equivalent GED.
3. Minimum of four (4) years of increasingly responsible clerical experience including two (2) years experience of preparing, processing, or working with a wide variety of legal documents for court action with extensive public contact in a courtroom setting.
4. Must be able to type 50 wpm accurately and provide certification.
5. Must have excellent communication skills.
6. Must have excellent planning and organizing skills.
7. Must have the ability to work with others, or with little to no supervision.
8. Must successfully complete a pre-employment drug/alcohol screen and extensive background investigation.

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#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Basic computer skills to include Microsoft Word, Outlook and Excel.
2. Use of calculators, office equipment, and other specialty equipment.
3. Basic math skills; ability to add, subtract, multiply, and divide to prepare financial reports, calculate fines, prepare jail/prison commitments, and civil judgments..
4. Knowledge of Tribal / Native American, State, Federal, ICWA, Public Law 280, and local laws; statutes and terminology pertaining to civil, criminal, probate, traffic, small claims, family, and vehicle code cases.
5. General clerical procedures to maintain a variety of court files and records.
6. Ability to prepare clear and accurate minutes, records, accounts, correspondence, and reports that are legible with attention to detail.
7. Note-taking forms and methodologies; Take and transcribe accurate notes of court proceedings.
8. Knowledge of common legal documents and court procedure.
9. Read and understand statutes and instructions related to court procedure.
10. Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
11. Ability to be patient, tactful and courteous when dealing with co-workers and the public.
12. Communicate verbally with people of various ethnic, educational, and socioeconomic backgrounds as well as with local, city, county, state, and federal professionals with patience, tact, courtesy, and self-restraint to convey information.

13. Read, understand, and interpret legal documents.
14. Retain and recall details of conversations and oral work assignments.
15. Give and follow written and oral instructions; organize and coordinate work in proper step-by-step order.
16. Adjust to changes in workloads under stress conditions.
17. Maintain confidentiality and sound judgment.

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#### PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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<b>This position reports to:</b>	Court Administrator
<b>Supervises:</b>	None
<b>Salary:</b>	Pay Range 17: \$17.46/ HR / Overtime Eligible
<b>Working Hours:</b>	Monday – Friday 8:00AM – 5:00PM
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT